



C. Earl Hunter, Commissioner

*Promoting and protecting the health of the public and the environment.*

## **MEMORANDUM**

TO: Engineers/Consultants  
FROM: Joe Fersner, P.E.  
SUBJ.: Stormwater Permitting Program  
DATE: May 5, 2006

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Please make sure that you distribute this e-mail to anyone in your firm that is involved in submitting land disturbance/stormwater applications to DHEC-OCRM.

1. **As-built/record drawing requirements.** Any stormwater permit submittals received after May 15, 2006 will have as a condition in the OCRM permit/certification that as-built/record drawings for stormwater management facilities will be required prior to project closeout. See the attached as-built document for details.
2. **Minimum Public Notice Requirements.** DHEC staff continues to receive incomplete packages which leads to delays in processing these applications due to the need for re-submittals. A document is attached which lists the minimum submittal items needed to allow our staff to place a project on public notice. If an application does not contain these necessary items, it is up to the department's discretion to return the incomplete package to the respective engineering/consultant firm.
3. **Stormwater Application Checklist.** Prior to permit issuance the agency's stormwater checklist needs to be completed and initialed by the engineer/consultant and included in the submittal package. The stormwater permitting checklist can be found at <http://www.scdhec.gov/environment/ocrm/permit/stormwater.htm>
4. **Statewide Standardized Symbols and Details.** DHEC has recently completed production of a statewide Stormwater Management BMP Manual and Field Manual which can be found at [http://www.scdhec.com/environment/ocrm/pubs/tech\\_docs\\_water.htm#bmp](http://www.scdhec.com/environment/ocrm/pubs/tech_docs_water.htm#bmp)  
These documents include standard details and symbols for stormwater management and sediment/erosion control practices which must be utilized in all future submittal packages.
5. **Revised Maintenance Responsibility Agreement.** Revisions have been made to the stormwater management system maintenance and responsibility agreement (which must be submitted with all stormwater permit applications) and the revised document is attached.
6. **Engineer's Seal.** Include the seal, signature and approval date of the engineer-of-record on all construction drawing sets submitted for approval. Each plan sheet must have the same signature date or last revision because this date is referenced in the approval letter.

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**7. Public Notice Deadline.** The deadline for public notices in every OCRM office is Monday close of business. Permit application packages received after this time will not go on notice until the following week. Incomplete packages will not go public notice and will be returned for completion.

**8. Stormwater Permit and Placard Issuance.** When a stormwater submittal package is approved, OCRM staff will notify the design professional to send four (4) sets of the final engineering stormwater/sediment control plans. Upon receipt of these plan sheets OCRM staff will stamp and sign the plans, issue the stormwater permit and send a copy of the request for initiation of construction to the designer. When the completed request for initiation of construction is received by OCRM then the construction placard is issued. Much of this process, except for the transfer of engineering plan sheets, can occur by way of email or fax.

**9. Project Names.** Whenever an application is made for a phase of a large development (i.e. Barefoot Landing, ParkWest, etc.) the project name should start with the name of the overall development. Individual phase names and numbers should follow the overall development name (i.e. Barefoot Landing, Tennyson S/D Phase III). Do not submit a project name such as New Building at Shadylane Commercial Park or Parking Lot Redevelopment at Wal-Mart #3. The appropriate name would be Shadylane Commercial Park, New Building Construction or Wal-Mart #3, Parking Lot Redevelopment. Also always use the actual project name, not the company's project number.

**10. Dewatering Activities.** DHEC staff continues to see problems on construction sites related to dewatering activities. If dewatering is necessary for utility installation or lowering of pond levels for bank stabilization, etc. then that dewatering should be done in a way to minimize any potential downstream/offsite impacts. Dewatering activities should always include a floating intake and should also include pumping into an acceptable best management practice such as a temporary sediment basin/trap. Instructions for utilization of these sediment control techniques when dewatering should be a part of the submitted sediment/erosion control plan and standard notes.

**11. Modified Project Certification/Site Inspection Request Form.** Attached is the DHEC-OCRM modified request for a site inspection form.

**12. Website Information.** Go to <http://www.scdhec.gov/environment/ocrm/permit/stormwater.htm> for application forms, checklists, inspection forms, maintenance agreements, etc. Stay tuned to this site for important updates related to the NPDES Phase II Construction General Permit and other information about the stormwater permit process and procedures.

Let me know if you have questions or comments on these issues.